INFORMATION TECHNOLOGY

A student who has completed Job Corps' Information Technology program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Information Technology program, a student must master skills in the following categories:

ENGLISH COMPOSITION

Demonstrate the proper use of grammar, sentence structure, spelling and punctuation; demonstrate the ability to communicate verbally and through written communications.

MATHEMATICS

Solve a variety of fundamental mathematical problems involving whole number operations, fractions, mixed numbers, decimals, percentages and ratios; understand and use descriptive statistics (i.e. graphs, charts); perform interest calculations; use algebraic equations for problem solving; utilize technology to solve mathematical problems.

COMPUTER TRENDS IN BUSINESS AND INDUSTRY

Demonstrate an understanding of past and current trends in information technology; explain how information technology is utilized in various occupations (e.g. health, business, education, service and sales); demonstrate and understanding of information technology security and ethical implications.

PERSONAL COMPUTER HARDWARE SAFETY

Understand and use basic safety principles and procedures when using personal computer equipment; understand and use appropriate grounding procedures to avoid damaging computer components with static electricity.

COMPUTER COMPONENTS AND FUNCTIONS

Explain the difference between personal computer hardware and software; explain DOS drive designations; identify and explain the functions of principal computer components; install, configure, and upgrade external hardware and peripherals; identify and use preventive maintenance procedures; understand and explain internal devices; understand the Intel Motherboard; understand the issues in deciding between upgrading an existing system and purchasing a new one.

OPERATING SYSTEMS

Define an operating system; describe the purpose and types of operating systems.

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PERSONAL SYSTEMS

Navigate through drives and directories; use FDISK; know the functions of the principal DOS files; understand basic DOS memory; use common DOS commands and switches; edit DOS systems; run DOS utilities; understand and apply disk formatting; understand block allocation; install DOS and Win 3.x.

WIN 9.X/ME

Understand and use basic 9.x features of the desktop; understand the registry and function of the control panel; manage files in a Win 9.x environment; understand and use PNP; understand basic concepts of Active-X.

NETWORK THEORY

Understand elements common to all networks; understand simple network topologies; identify and use common network media types; understand where and why to use crossover cables; understand basic network devices; understand OSI model.

PRACTICAL NETWORKING

Build a functioning peer-to-peer network; install NICs and protocols; establish file sharing and print sharing; hook up a network through a hub.

INTERNET THEORY

Understand the basic architecture of the World Wide Web and the concept of a Web server and Web client; understand e-commerce; demonstrate knowledge of the history and future of the Web.

INTERNET EXPLORER

Use IE to download and open Internet files; use search engines and Boolean operations to find information; customize IE settings.